**College of Education and Human Development**

**Undergraduate Petition for Complete Late Withdrawal**

**Education Students Only: This form is only to be used by CEHD students requesting to withdraw from all courses for a particular semester after the published deadline.**

**Return Petitions to:** Please complete the form and return to Julie Thum in the Porter Education Building, ED 140 or fax at (502) 852-1465 Attn: Julie Thum. If you have any questions: E-mail: [julie.thum@louisville.edu](mailto:julie.thum@louisville.edu).

**Step 1**. Complete this section of the form. Please print clearly in INK

**Student Name: Student ID#:\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail (UofL E-mail Preferred)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step 2. Complete this section regarding course information.**

**Semester Term Requested (Example: Fall 15, Spring 16, Summer 16): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Use one form for each semester. Do not combine semesters on one form:**

**List all courses for the term for which you are requesting the exception:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Department** | **Course #** | **Section #** | **Instructor** |
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|  |  |  |  |

**Student: Please complete the other side. Go to Step 3. –Back of Page 1 (Over)**

**For Office use only – Do not write in the box below**

\_\_\_\_ Approved Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Denied Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_ Deferred Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reported By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_

(Check one)

Is this a first petition? \_\_\_\_ Appeal of a previous decision? \_\_\_\_? Denied? \_\_\_\_ Deferred \_\_\_\_?

**Step 3. Explain your reasons for the request in a clear and concise manner *on a separate sheet (preferably typed or very clearly written)***

**Please note that if you are faxing additional documentation, originals may be requested.**

**A physician’s statement is not acceptable as your statement. You mustprovide your own statement.**

**Please note, it is the responsibility of the student to obtain anydocumentation pertinent to the petition. The Dean’s Office will not contact physicians or employers, etc.regarding this petition.**

--Only documented, non-academic reasons that occur after the deadline and cannot be anticipated will be considered. These include the student’s illness or injury, serious personal or family problems, serious financial difficulties, and or life circumstances beyond the student’s control.

--It is important to be specific about what happened and when it occurred during the semester.

--Reasons that are not acceptable include, but are not limited to, conditions that existed before the deadline, low grade in course, decision to remain in the course beyond the deadline to take a second exam.

--Original documentation on letterhead must be attached to your petition.

--Please remember you are asking for an exception to a posted deadline.

**Step 4. Complete the top of the instructor remarks form for each course listed on your petition form and take it to your instructor to have him or her complete.**

This is your responsibility. Instructors must answer the questions on the form. If you need assistance contacting the instructor, please contact the instructor’s department office.

**Step 5. Return completed forms and required documentation to the Education Advising & Student Services office in the Porter Education Building, room 140.**

**Step 6. Complete check list, Sign and date the petition.**

**Check List: Did you read and properly complete the forms? Please check each one after completing the task.**

**\_\_\_ Is your email included on the front? \_\_\_ Courses filled in correctly?**

**\_\_\_ Correct term? (i.e. Fall 2015)**

**\_\_\_ Did you remember to attach an explanation?**

**\_\_\_ Have you attached any and all original documentation? (i.e. Instructor’s or physician’s remarks)**

**Step 7.** Check your e-mail for the results of your petition. If you do not have an e-mail address, the results will be mailed to you. For privacy reasons, results cannot be given over the phone or at the front desk. Results are usually available within 10 business days of receipt of all required materials, barring holidays, weekends or any unexpected delays due to vacations, sickness, etc.

I affirm that the statements I have made in this petition are true to the best of my knowledge. I understand that if the information I have provided is later determined to be false, my petition may be returned to the Standards and Admissions Committee for review. Also, I affirm that I have read the petition completely.

**SUBMISSION OF A PETITION DOES NOT GUARANTEE APPROVAL. IF YOU ARE ENROLLED IN COURSES, YOU ARE ADVISED TO REMAIN IN THE COURSE/S UNTIL YOU ARE NOTIFIED OF THE DECISION.**

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Updated: August 2, 2017 Updated by: Julie Thum*